

PLANNER II

GRADE: 19

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Planner II performs intermediate professional planning work involving a variety of general and specialized planning studies and analyses. An employee in this class works under the direction of the Fire Marshal or Director of Community Planning and Development Services. An employee of this class exercises some independent judgment in preparing reports within established guidelines. The work requires limited physical demands and the working conditions are usually good but occasionally somewhat disagreeable due to considerable mental effort and stress involved in handling multiple projects and meeting deadlines. Work involves considerable contact with boards and commissions, developers, engineers, architects, other City and public agencies, and the general public. The Fire Marshal provides general supervision to the incumbent of this position.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Works on projects which involve the review of zoning and development applications, and the presentation of same to the Mayor & Council, Planning Commission, Historic District Commission, Board of Appeals or other public bodies as required.
- Works in such functional areas as transportation, housing, urban design,

environment, public facilities, policies planning, fiscal impact analysis, economic development, energy, general land-use planning or historic preservation as necessary.

- Contacts other departments of City government or agencies at the Federal, State or local levels.
- Presents results of planning studies and programs developed by the City to affected and interested groups.
- Analyzes and compiles census data and prepares related reports.
- Analyzes and presents data in written form, graphic or oral reports.
- Evaluates and prepares architectural drawings and site plans for presentation purposes.
- Investigates citizens' complaints involving planning and zoning matters, and recommends corrective action(s) to be taken.
- Works closely with other public agencies such as the M-NCPPC, Montgomery County and the State Departments of Planning, Transportation, Health, etc.
- Assists applicants and the public to locate useful information, to comply with City requirements and to follow procedures.
- Completes grant applications/contracts and administers grant awards/contracts as necessary.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Master's degree from an accredited college or university in urban, city or regional planning, or closely related field plus one (1) year experience in the appropriate planning area: or Bachelor's degree from an accredited college or university with major course work in urban planning, architecture, civil engineering, or a subject related to urban planning, and three (3) years experience in the appropriate area.

Preferred Knowledge, Skills and Abilities:

- Working knowledge of the principles, practices and techniques of urban planning, urban design, zoning and development.
- Knowledge of the literature and sources of information available concerning planning matters, and of the techniques and procedures useful to analyze and report on such subjects.
- Knowledge of zoning and land subdivision ordinances and regulations, and the methods and procedures by which they are enforced.
- Knowledge of the general principles and practices of civil engineering and architecture as applied to urban planning and development.
- Knowledge of computer applications to planning (word processing, spreadsheets and data bases, geographic information systems).
- Skill in participating in or developing recommended plans, studies or reports

dealing with and fostering the planned economic growth and orderly physical development of the City.

- Skill in analyzing and preparing long and short range planning studies, including recommendations, relative to such areas of planning concern as: transportation; land use; zoning; urban design; historic preservation; public facilities; community services, open space; land development control ordinances and procedures; and fiscal, social and environmental impact statements.
- Skill in presenting both oral and written reports to the Mayor & Council and Planning Commission and other groups.
- Ability to draft, sketch and letter and illustrate in map and graphic forms.
- Ability to analyze and evaluate pertinent planning data, to develop unbiased, just and concise recommendations, and to execute plans once approved.
- Ability to analyze plans for the development of private and municipal properties.
- Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.
- Ability to utilize personal computers and related software applications.
- Ability to provide information to boards and commissions and other interested parties, and to convey concise and accurate explanations concerning various planning ordinances and procedures.
- Ability to make recommendations recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.
- Ability to establish and maintain effective working relationships with other employees and to deal tactfully with developers, engineers and the public in the resolution of difficult and contentious matters.